

EXECUTIVE SECRETARIAT**Routing Slip**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI	✓			
6	DDA				
7	DDO	✓			
8	DDS&T				
9	Chm/NIC	✓			
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA	✓			
18	AO/DCI				
19	C/IPD/OIS				
20	ES	✓			
21					
22					

SUSPENSE _____ Date _____

Remarks:

[Signature]
 Executive Secretary
 7/18/83
 Date

16-17 (10-81)

NSC review completed.

NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20500

Executive Registry

83-3581

July 15, 1983

MEMORANDUM FOR MR. DONALD P. GREGG
Assistant to the Vice President for
National Security AffairsB - MR. CHARLES HILL
Executive Secretary
Department of StateH1 - MR. DAVID PICKFORD
Executive Secretary
Department of the TreasuryD - COM. JOHN H. STANFORD
Executive Secretary
Department of DefenseDR. ALTON KEEL
Associate Director for National Security
and International AffairsA - MR. THOMAS B. CORMACK
Executive Secretary
Central Intelligence AgencyB - MS. JACKIE TILLMAN
Executive Assistant to the United
States Representative to the
United NationsD - BRIG. GEN. GEORGE A. JOULMAN
Executive Assistant to the Chairman
Joint Chiefs of Staff

SUBJECT: NSC Meetings

It is important to us all that papers for National Security Council meetings be circulated in sufficient time to permit adequate preparation. It is NSC policy to circulate papers as far in advance of meetings as possible, which usually means as soon as they are received from the department or agency that took the lead in preparing the paper. I would also en-

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courage the lead department or agency to ensure that others who participated in the paper's preparation receive a copy at the same time it is forwarded to the NSC. Doing so would permit preparatory work to begin even before our formal circulation through the Executive Secretary channel.

On a more specific point, the briefing paper for an NSC meeting is forwarded to the President by 3:00 p. m. the day preceding the meeting. If there are additional items (such as hand-held charts or other graphics) that should be seen at the meeting, those items must be received at the NSC by close of business the day prior to the meeting. They will be placed in the folders given to the President and principals at the meeting. No papers are to be circulated during the course of the meeting.

Thank you for your assistance. I would welcome any suggestions you might have on improving our joint efforts in support of the President and the NSC.


Robert M. Kimmitt
Executive Secretary

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NATIONAL SECURITY COUNCIL
WASHINGTON, D.C. 20506

July 15, 1983

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National Security Affairs

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Department of the Treasury

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